



The following instructions explain how to develop the FPU preparedness budget analyses for the February 15, 2006 (FY2008) submission. This process is based on FPA Steering Committee direction developed in September 2005. Instructions for completing the Budget Development and Deployment (BDD) process will be forthcoming. Wherever a reference to the FPA-PM User Guide occurs in this document, be sure you are looking at the latest version on the FPA homepage as changes and updates occur frequently.

Before You Begin

Before following the instructions in this document, ensure that you have completed the following tasks:

- Complete all data entry required to complete an analysis in FPA-PM.
- Gather your best estimates of the FPU partners' current preparedness budgets.
- Open FPA-PM.

Completing the Analysis

There are three analyses that the FPUs must complete for the budget submission:

- Determine the FPA-PM Base Level Funding associated with the FPU's 2004 Initial Response organization. (Step 1)
- Use the Base Level Funding found in Step 1 as the mid-point to determine the curve associated with a +/- 5% budget change. (Budget Submission Curve, Step 2)
- Run a "full range curve" analysis using the Base Level Funding found in Step 1 as mid-point to determine the curve associated with a +/- 50% budget change. (Step 3)

Note: These instructions focus on the business processes you need to follow in order to complete the budget request. Refer to chapter 5 of the FPA-PM User's Guide for detailed instructions on using FPA-PM to complete these tasks.

Step #1: Finding the Base Level Funding Point for the FPU

The intent of this analysis is to find the base level funding for the 2004 Initial Response organization that the FPU fielded using the planning dollars in the FPA program. Remember, we only need costs for those Federal FPU partner's resources that comprise the Initial Response for the FPU because the system only analyzes fire resources used in initial response.

1. In FPA-PM, copy your most current planning data set and name it "<your FPU name> 2004 Initial Response organization". For example, "South MS 2004 Initial Response organization".
2. Choose Analysis > Parameters > click Update. The Update FPU Analysis Parameters page appears. (See also "Managing Analysis Parameters" in the *FPA-PM User's Guide*.)
 - a. Name the analysis "(Your FPU Name)".

- b. Estimate the difference between the Minimum Cost and the Maximum Cost using your best estimate of the combined FPU preparedness funding for 2004 as the mid-point. (Your best guess will work, do not make this a research project.)
- c. Establish your cost interval by subtracting the Minimum cost level from the Maximum and dividing by 19. This will give you 20 analysis points.
- d. Select “Use Existing Resources Only” in the Fire Resources Included drop down.
- e. Click Submit to save changes.

Note: The system generates a warning that the specified parameters cannot be used for submitting a budget request. Click OK to continue since this is NOT the official budget request. The FPU Analysis Parameters page appears and displays the selected parameters.

3. Choose Analysis > Resource Usage. The Existing Resource Usage page appears. (See also “Setting Existing Resource Usage for Analysis” in the *FPA-PM User’s Guide*.)
 - a. For each resource you have listed as part of your existing organization, do the following:
 - i. **Line producing items that were part of the 2004 preparedness budget:** Set as “Must Use”.
 - ii. **All other resources:** Set as “Cannot Use”.
 - iii. DO NOT designate any resource as “Can Use”.

Note: Be certain that for this step, all non-Federal resources and all non-budgeted Federal resources are marked as Cannot Use.

- b. Ensure that the **In Org.** flag for each existing resource selected as “Must Use” is set to Yes for Existing Budgeted Resources. To change this flag, choose Enter Data > Existing Resources > click Update > set In Current Organization to Yes > click Submit to save changes. (See also “Modifying an Existing Fire Resource” in the *FPA-PM User’s Guide*.)
4. Choose Analysis > Run. The FPU Analysis page appears, click Run Analysis. Depending on the size of the data set, the analysis may take several hours to complete.
5. Once the analysis is complete, choose Reports > select “Cost Summary Report”. The Cost Summary Report appears.
 - a. Look for the first feasible run provided by the program. A feasible solution is one that contains enough funding to cover all the resources designated Must Use. **The Actual Cost is the value used as the Base Level Funding point for your FPU in the next two steps.**
 - b. If all the runs are infeasible, go back to the Analysis Parameters and change the Max/Min cost points to higher values. Run the analysis again. Continue to do this until a feasible run is generated.
 - c. If you choose a very large variation to start and there is a wide spread between cost intervals, you may need to make another identical run, but with a smaller variation, using the first feasible run as the mid-point.

Note: You will see a substantial increase in the Base Level Funding for your FPU over your current preparedness budget for the same resources because we are using

planning dollars. It is important not to artificially inflate it any further by using a bigger than necessary variation between Max, Min, and cost intervals in this analysis.

Step #2: Budget Submission Analysis

The intent of this analysis is to determine a +/- 5% curve that frames the Base Level Funding point found in Step 1. This is the analysis that will be used for the budget request submission, and you must complete the “Manage Budget” tab for each of the 5 points.

1. In FPA-PM, copy the dataset used in Step 1 and name it “<your FPU name> 2008 +/-5%”. For example, “South MS 2008 +/-5%”.
2. Choose Analysis > Resource Usage. The Existing Resource Usage page appears.
 - a. Change the flag for ALL existing fire resources (including non-Federal and Federal non-budgeted) to “Can Use”.
 - b. Click Submit to save changes. The Existing Resource Usage page refreshes and displays the selections you have made.
3. Choose Analysis > Parameters > click Update. The Update FPU Analysis Parameters page appears. (See also “Managing Analysis Parameters” in the *FPA-PM User’s Guide*.)
 - a. Name this analysis “(Your FPU Name)” 2008 +/- 5%
 - b. Set the Minimum cost at -5% of the Base Level Funding determined in Step 1
 - c. Set the Maximum cost at +5% of the Base Level Funding determined in Step 1.
 - d. To determine the cost increment, subtract the Minimum Cost from the Maximum Cost, then divide the answer by four. This will give you a five-point curve.

For example, a maximum of \$5,000,000 and a minimum of \$1,000,000 give a difference of \$4,000,000. Dividing by 4 provides a cost increment of \$1,000,000. If the cost increment selected will result in more than five points, you will see a warning message. Make any necessary adjustments to the parameters and re-save.
 - e. Set the “Fire Resources Included” entry to “Analyze All Resources.”
 - f. Click Submit to save changes. The FPU Analysis Parameters page appears and displays the selected parameters.
 - g. Choose Analysis > Run > click Run Analysis. The system verifies that all the required data has been entered. Correct any errors the system detects. (See also “Validating and Transforming Data” in the *FPA-PM User’s Guide*.) Depending on the size of the data set and number of other FPU’s analyses being generated, the analysis may take several hours to complete. You may query the system periodically for updates on the status of the optimization.
4. When the analysis finishes, complete the Manage Budget Tab. (Refer to chapter 8 in “the *FPA-PM User’s Guide* for detailed instructions.)
 - a. For all five cost limits, complete all *Resource Assignments* sub-tab functions. Be sure to save your changes by clicking Submit after completing each cost limit.
 - b. For all five cost limits, enter the Leadership and Fire Support information. Be sure to save the changes by clicking Submit after completing each cost limit.

- c. Choose Manage Budget > Budget Request > Submit as Budget Request. The budget request will be submitted. (See also “Submitting a Budget Request” in the *FPA-PM User’s Guide*.)

Caution: *Be sure you are satisfied with the analysis before submitting it as a budget request. Once the analysis is submitted, you are committed.*

Step #3: Establishing the “Full Range Curve”

The intent of this analysis is to provide a broader view of the analysis to compare against the Budget Request Curve. You will be completing a "full range curve" (a curve that shows increased WAM as the budget increases).

1. In FPA-PM, copy the +/- 5% analysis data set and name it “<your FPU name> 2008 full range curve”. For example, “South MS 2008 Full Range Curve”.
2. Choose Analysis > Parameters > click Update. The Update FPU Analysis Parameters page appears. (See also “Managing Analysis Parameters” in the *FPA-PM User’s Guide*.)
 - a. Name the analysis “(Your FPU Name) 2008 Full Range Curve”.
 - b. Establish the Minimum cost at -50% of the Base Level Funding found in Step 1.
 - c. Establish the Maximum cost at +50% of the Base Level Funding found in Step 1.
 - d. Subtract the Minimum cost value from the Maximum cost value and divide by 19 to find the cost increment. This will provide a 20-point curve.
 - e. Be sure that “Fire Resources Included” is set to “Analyze All Resources”. Click Submit to save changes.
 - f. Check that existing fire resources are flagged as “Can Use”. (See also “Setting Existing Fire Resource Usage for Analysis” in the *FPA-PM User’s Guide*.)
3. Choose Analysis > Run > click Run Analysis. Correct any errors the system detects. (See also “Validating and Transforming Data” in the *FPA-PM User’s Guide*.)
4. Depending on the size of the data set and number of other FPU’s analyses being generated, the analysis may take several hours to complete. You may query the system periodically for updates on the status of the optimization.

Note: You must complete the “Resource Assignment” tab. DO NOT complete the “Leadership & Fire Support” tab under the “Manage Budget” tab for any of the cost intervals.
5. When the analysis is completed, go to Manage Budget > Budget Request > Click. **Submit as Full Range Budget Request.**

Caution: *Be sure you are satisfied with the analysis before submitting it as a budget request. Once the analysis is submitted, you are committed.*

Notes

- The curves developed in Steps 2 and 3 above are submitted for inclusion in the BDD system.
- In BDD, FPA-PM resources (including Leadership and Fire Support) are imported "As Is" and will not be editable. Any requested changes or additions must be done as a separate line item.